

City of Seattle Office for Education (OFE)
Families and Education Levy

Universal Prekindergarten
Post-Information Session Questions and Answers
November 4, 2013

General Application Process

- Q1: When we submit our electronic files, can they contain embedded links to our Dropbox?**
A: At the pre-submittal conference we said, yes, this could be done. After conferring with our IT staff internally, this is NOT an option. If the file is too large to send via email, contact the Office for Education and we will work with your organization to receive the electronic file in an alternate format (e.g. zipped file, thumb drive, CD).
- Q2:** Section 6 Scope of Work Item C2 states: "The Action Plan must describe what, if any, accommodations and alternative procedures need to be developed in order to achieve high quality and outcomes in the delivery of prekindergarten in a variety of settings (ex. FCC homes)." Section 6 Scope of Work Item F3a states: "OFE will award funding to service providers based on the quality and effectiveness of the proposed preschool services, use of evidence-based practices, the provider's ability to track and report outcome data, and participation in the Washington Early Achievers Program. In measuring outcomes, OFE will make appropriate adjustments for preschools that specialize in serving children with additional challenges."
- Q2a Is the above language in Section C2 referencing a type of physical or mental disability?**
A. No. This is not referencing any type of physical, mental, or socio-economic disability. We are looking for the Consultant to address and capture how different settings may require different procedures.
- Q2b: Are items C2 and F3a related?**
A. No.
- Q3: Do you need to have a business license in Seattle if your organization is not located in Seattle?**
A: Yes. If you are conducting business in Seattle, you will need a license.
- Q4: In Section F "Governance and Organizational Structure," can you clarify if you are looking for recommendations or if you have a preference on an advisory body guiding the Action Plan development?**
A: At this time, we are unsure if an advisory body will be appointed or created by the close of the RFP. If an official advisory body has not already been created by the time the Consultant starts work, the Action Plan shall include recommendations on the creation of an advisory body to guide the development of the program and provide ongoing oversight and support. If/when an advisory body is created, Consultant will inform and gather input from the advisory body.
- Q5: Do you expect the decision about an advisory body to be made during the time the RFP is open?**
A: It is possible, and the Office for Education will notify you if a decision has been made. It is possible the advisory body may not be created until 2014.
- Q6: Will the advisory committee be involved in development or governance?**
A: According to the RFP, the advisory committee may provide guidance in the development of the Action Plan or provide ongoing support.
- Q7: The Council decided the due dates for the Action Plan via [Resolution 31478](#) so it appears there is no early learning community engagement in Phase I. Would you consider revisiting this?**
A: Phase I in Section 2, Performance Schedule, requires that stakeholder outreach be completed by March 21. In Phase III, there will likely be additional post-plan stakeholder outreach. The stakeholder outreach plan requests that the applicants describe their strategy, and the Scope of Work requires that the Action Plan demonstrate consultation and stakeholder engagement during Phase 1.

Q8: Concerning the community input, it sounds like it is absent in Phase I, and Phase II goes through the community input quickly. Is this correct?

A: Please see the response to Question 7 above.

Q9: Is the timeline of 10-15 years referenced in Section 6, Scope of Work, Item D1, researched-based?

A: Yes. We have looked at other cities and states and some have done it in longer than 10 years and some have done it in a shorter period. We believe 10 years is a reasonable amount of time to complete implementation, which may take up to 15 years if there is an unforeseen setback, such as an economic downturn.

Q10: Is the 25-page limit for the Proposal Response a total of 25 pages, whether double-sided or single-sided?

A: The page limit is 25 sheets of paper, double-sided, for a total of up to 50 pages.

Budgeting

Q11: Are you expecting that startup costs and facilities will be included in the Financial Model?

A: The Financial Model scenarios should include all of the necessary major costs. If you look at the Gap Analysis and see that there is zero capacity in terms of facilities and that major work is going to have to be done, the Financial Model should take this into account.

Q12: How does the Consultant control costs?

A: As you complete your Cost Proposal, you will be costing out the amounts by Phase, which should help you determine costs for this work. The City will review your proposed spending for each Phase. We expect to base a future contract on deliverables.

Q13: How do we control costs for Phase III (future work in 2014)?

A: In the Cost Proposal we ask that you budget 100 additional hours for Phase III. This should be included in your budget. If the City requires more than 100 hours of additional work in Phase III, we would have to look at a contract amendment.

Q14: Is the \$250,000 budget a fixed price?

A: The \$250,000 maximum budget needs to cover Phases I, II, and III. (It could be lower if the Consultant's costs for Phases I, II, and III are determined to be less than the \$250,000.)

Data

Q15: Is it possible to see the data tables in the Gap Analysis so we know what kind of data will be available?

A: The Gap Analysis is not yet completed and won't be complete until January 2014. It will be made available to everyone. Because it is a work in progress, it will not be available during the time the RFP is open.

Q16: Can you tell us the elements included in the Gap Analysis?

A: Please refer to Section 3 of [Resolution 31478](#).

Staffing Requirements

Q17: Does the City have a definition for a "well qualified teacher"?

A: The City has laid out standards for teachers participating in City-funded Step Ahead preschool programs. However, these are not necessarily the education requirements for the UPK program to be proposed in the Action Plan. The Action Plan should include recommendations for teacher education and training qualifications.